



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 1620.1B (HDQ)
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20 NOV 2008

COMNAVCRUITCOM INSTRUCTION 1620.1B (HEADQUARTERS)

From: Commander, Navy Recruiting Command

Subj: DEFINITION OF AND AUTHORITY FOR EXTRA MILITARY
INSTRUCTION (EMI) FOR SERVICEMEMBERS

Ref: (a) R.C.M 306(c) (2), MCM, (2008 Edition)
(b) JAG Manual, Section 0103
(c) OPNAVINST 3120.32

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Encl: (1) EMI Assignment Format

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1. Purpose. To establish the policy, procedure, and authority to administer Extra Military Instruction (EMI) to personnel assigned to NAVCRUITCOM.

2. Cancellation. COMNAVCRUITCOMINST 1620.1A.

3. Background. Per reference (a), Commander, Navy Recruiting Command (COMNAVCRUITCOM) has the authority to delegate the administration of EMI to certain Officers, Chief Petty Officers, and Petty Officers. References (a) through (c) provide guidance and procedure to be used when EMI is assigned.

4. Definition. EMI is instruction in a phase of military duty in which an individual is deficient and is intended to correct that deficiency. EMI is an administrative measure authorized under reference (a) as a bona fide training device intended to improve efficiency of a command or unit and must, therefore, be genuinely intended as such. It must not be used as a substitute for punitive action appropriate under the UCMJ. EMI assigned must be logically related to the deficiency to be corrected.

5. Implementation. EMI within NAVCRUITCOM shall be implemented, when required, within the following limitations:

a. EMI normally shall not be conducted for more than two hours per day.

b. EMI may be conducted at a reasonable time outside normal working hours.

c. EMI shall not be conducted over a period that is longer than necessary to correct the performance deficiency for which it was assigned.

d. EMI should not be conducted on the servicemember's Sabbath.

e. EMI shall not be used for the purpose of depriving the service member of normal liberty to which the member is otherwise entitled. A servicemember who is entitled to normal liberty must be permitted to commence such liberty after completion of EMI.

6. Authority. Per reference (a), COMNAVCRUITCOM has delegated this authority as follows:

a. Authority to assign EMI, not to exceed 20 hours, to officers within their subordinate Chain of Command is delegated to the Deputy Commander, Chief of Staff, Department Directors, Officers in Charge, and Special Assistants. (R)

b. Authority to assign EMI for enlisted personnel within their subordinate Chain of Command is delegated to the Deputy Commander, Chief of Staff, Department Directors, Officers in Charge, Special Assistants, Division Officers, Leading Chief Petty Officers, and Leading Petty Officers as follows: (R)

(1) Leading Petty Officer - not to exceed 10 hours;

(2) Leading Chief Petty Officers - not to exceed 14 hours;

(3) Division Officer - not to exceed 18 hours; and

(4) Deputy Commander, Chief of Staff, Department Directors and Special Assistants - not to exceed 20 hours.

7. Record Keeping. When EMI is assigned, an entry shall be made in the individual's division officer file. The entry shall include the deficiency, time required to correct the deficiency, and corrective EMI that was assigned. Enclosure (1) shall be used as a format for EMI assignment.

8. Action. To ensure thorough understanding of EMI and its rationale at all levels, application of the policy must be fair, reasonable, and nondiscriminatory at all levels of the command

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if it is to serve its objective of reinforcing good order,
discipline and command efficiency.

/s/
JERRY R. ANDERSON
Chief of Staff

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EMI ASSIGNMENT FORMAT

From:
To:

Subj: EXTRA MILITARY INSTRUCTION (EMI) ASSIGNMENT

Ref: (a) COMNAVCRUITCOMINST 1620.1

1. Pursuant to reference (a), you are hereby assigned the following EMI as a result of (detail deficiency)_____:

EMI assignment: (date, time, place, reporting official, and assignment).

2. Your EMI will end on _____.

Signature

Copy to:

Special Assistant for Legal Affairs (00J)
Department Director
CMC (Enlisted only)

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